

STANDARD FORM NO. 64

~~SECRET~~

EP

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Research & Development/OC-E

DATE: OCT 16 1958

FROM : Contracting Officer

SUBJECT: Contract No. [] Task Orders No. 2 & 6
with []*fill*25X1
25X1

1. Recently the Contractor was requested to furnish the titles and disposition of books purchased and charged direct to the subject contract.

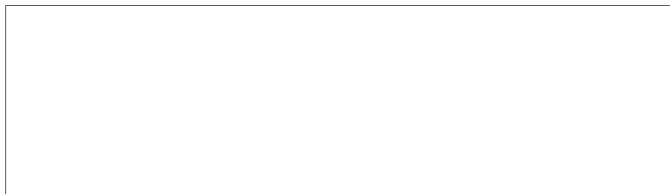
2. This request was initiated because a "Commo" representative showed an interest in acquiring the books for the Agency's or Commo's Library.

3. Two (2) copies of the subject Contractor's letter dated September 26, 1958, are forwarded herewith for information purposes concerning these purchases.

4. Ordinarily this office does not maintain a record of items of minor cost value and does not list purchased books as non-expendable property.

5. However, if the technical components of the Agency show an interest in acquiring publications which are valuable in a technical sense, this office shall make every effort to maintain control of their accountability.

6. It would be appreciated if your office would reply either by memorandum or by calling the undersigned regarding this matter.

25X1
25X1

CONTRACTING OFFICER

Distribution:

Orig & 1 - Addressee
 1 - [] TO#2 (Official)
 1 - [] TO#6
 1 - Procedures File
 1 - Chrono
 1 - Admin
 1 - Contract Administrator []
 1 - Property Administrator []

Called
10-24-58 and gave
verbal permission to
transfer books to
T.O. 8.

25X1

25X1

25X1

OL/PD/CAB [] (10-8-58)

R.M.E.

25X1

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